

Technical Branch
Maintenance Group
Graffiti Series

GRAFFITI COORDINATOR
01/00 (LBT)

Summary

Under direction, coordinate graffiti removal, prevention, education, and outreach programs.

Typical Duties

Schedule, implement and evaluate graffiti removal and prevention activities. Involves: identifying and analyzing community needs to set objectives and furnish information to be used in formulating policies; monitoring and assessing efficiency and effectiveness and recommending improvements; investigating citizen complaints regarding graffiti and initiating corrective action in accordance with standard practices; conferring with law enforcement, community agencies, business owners and the public to coordinate program activities or resolve problems.

Administer and promote programs. Involves: assisting in preparation of operating budget and reviewing and approving program expenditures; gathering data for reports and research projects; assisting with preparation and submittal of grant applications or similar funding requests; entering and retrieving data from computers; preparing and delivering presentations to groups and individuals; participation in development of and engaging in community outreach activities to educate the public regarding anti-graffiti efforts; drafting educational and informational materials, press releases, and other items; testifying in court to confirm or verify graffiti related records

Supervise assigned non-supervisory technical, trades, and manual labor personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Perform related incidental duties contributing to realization of graffiti removal objectives as required. Involves: substituting for subordinates as qualified by carrying out specific functions to maintain continuity of ordinary operations; providing specified support for miscellaneous projects or activities by higher graded personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under general supervision; preparing and submitting recurring and special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from an accredited college with an Associate's Degree in Business Administration, Social Work, Planning, Liberal Arts or a related field, and four (4) years administrative experience, including one (1) year of project coordination or marketing; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: community service programs; development and administration programs. Good knowledge of: local graffiti operations and services rules and regulations; research methodology and statistics. Some knowledge of: marketing or public relations techniques; local government and community service agencies.

Ability to: implement and interpret graffiti removal and prevention program policies and procedures; maintain effective working relationships with fellow employees, officials and the general public to advance program objectives; express oneself clearly and concisely orally and in writing to deliver public presentations and prepare reports; required; promotional materials and newsletters; entry, retrieval and processing procedures to maintain records and prepare reports.

Skill in safe operation and care of: personal computer or network work station, and generic business productivity and graphics software, motor vehicle.

Physical Requirements: Occasional driving through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL